

PROCUREMENT MANAGEMENT STAFF, OL  
SIGNIFICANT ACCOMPLISHMENTS  
FIRST QUARTER FY 1988

° Contract Team Local Area Network (CTLAN)

The initial three computers that function as the prototype for the CTLAN have been procured, tested, and installed in Procurement Management Staff (OL/PMS). Software testing to facilitate the automation of the contract negotiation and contract data collection process is currently underway. (U)

° Procurement Newsletter

The Procurement Newsletter was released and distributed to all contracting elements during December 1987. The newsletter has been significantly upgraded in format and content. Currently, the newsletter is being produced in color, utilizing descriptive photographs, and has been expanded from a one- to eight-page publication that covers relevant and substantive legislative and procurement-related issues. (U)

° OL/PMS-Sponsored Workshops

The first OL/PMS workshop for fiscal year (FY) 1988 was conducted on 9 October; this workshop was entitled "The New Form 1218 Workshop." Each person attending received instructions on how to complete the new Form 1218, as well as a diskette of the new Form 1218 glossary. (U)

In November, OL/PMS conducted a workshop for industrial security officers at the request of Security Staff, OL. This workshop provided a review of FY 1986 procurement activity and current trends in Agency contracting, with emphasis on those having an impact on security. (U)

During December, OL/PMS sponsored an internal workshop for all contracting officers (COs), addressing significant elements utilized by COs and Government auditors in conducting contractor competitive proposal cost and price analysis. The workshop was conducted in conjunction with [REDACTED] (U)

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C O N F I D E N T I A L

° Procurement Training

25X1 Training of all procurement personnel continues in full force. During this quarter, OL/PMS coordinated and enrolled several people in courses conducted by the Department of the Navy (DON), General Services Administration (GSA), Management Concepts, Inc., and Wang Laboratories. In addition, OL/PMS was able to negotiate with DON a final running of "Defense Fundamentals of Incentive Contracting" by ensuring that the Agency would provide a minimum of 20 students. The class will be conducted during January 1988 in Crystal City.

25X1 ° Agency Contract Review Board (ACRB)

° Procurement Notes (PNs)

During the first quarter of FY 1988, eight PNs affecting Agency policy were prepared. Four PNs were issued and disseminated during this reporting period as follows:

--PN 108, Revision 3 -- Contract Data Summary and Business Justification

--PN 154, Revision 2 -- Formatting Contract Numbers in CONIF

--PN 193 -- Novation Agreements

--PN 195 -- Procurement Training Authority and Procedures

° Review of Defense and Federal Acquisition Regulations

25X1 Defense and Federal Acquisition Circulars were reviewed to determine changes in law, rule, and regulation that impact Agency contracting policy and activities. The subject changes were reviewed for CIA Contracting Manual applicability, as well as for changes to the Agency's Solicitations Provision and Contract Clause Manuals, Volumes I and II.

C O N F I D E N T I A L

° OL/PMS Resource Center

The OL/PMS Resource Center was established during the first quarter of FY 1988. The center was created as a procurement reference library for all COs and includes a compilation of books, periodicals, magazines, regulations, Logistics Notices, etc. (U)

° GSA Bulletin Board

The Information Systems Security Division, Office of Security, approved communications between the Agency and an external system, "GSA Bulletin Board", to obtain data on ineligible, suspended, and debarred contractors. A Wang personal computer, printer, and modem were acquired from the Information and Management Support Staff, OL, and will provide the communications link to the GSA database. Agency query capability will commence upon receipt of the Wang software scheduled for delivery in mid-January. (U)

° Competition Efforts

Reporting on competition results for FY 1987 was completed during the first quarter, and statistics were provided to the ExDir, the Deputy Directors, and individual officers. The ExDir has requested that competition goals for FY 1988 be established by directorate and forwarded to the Director of Logistics. This information will be used when reporting the competition statistics for the first quarter in FY 1988. (U)

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° Procurement Activity

The FY 1987 procurement activity statistics provided to the Comptroller each year for the previous fiscal year were compiled and presented in graphic form. Graphic presentation makes data more readable and easily interpreted. OL/PMS will be using this approach for presentation of statistical data whenever possible. (U)

C O N F I D E N T I A L

° Bidders List

During this period, OL/PMS received 100 bidder inquiries from new businesses, consultants, etc. Letters were sent to all potential bidders requesting Forms 129 and 441s. Salient contractor capabilities brochures were routed to those components within the Agency with a possible interest in specific classes of products or services. OL/PMS is currently in the process of establishing an automation link for the bidders list with the expectation that more teams will have access and will utilize this access to create new sources of procurement, thus enhancing Agency contracting efforts. (U)

° Certificates of Appointment

In early December, a draft list of COs eligible to receive certificates of appointment was prepared and forwarded to the group chiefs for verification of eligibility. (U)

° Contract Officer Intern Program (COIP)

Files were established for all participants in the COIP in October. The updating of these files remains an ongoing activity. (U)

STAT The Chief, PMS/OL and [ ] interviewed 12 COIs during November and December. The individuals contacted for interviews were those assessed to be nearing completion of the COIP. (U)

A memorandum requesting COI self-appraisals was prepared and approved. Individualized copies of the memorandum are being forwarded to the COIs. Two were sent during this quarter. (U)

A tentative roster has been prepared, identifying those COIs scheduled for completion of the program in February 1988, and those individuals have been informed of their prospective completion dates. (U)

A certificate of completion will be designed in January and forwarded to Printing and Photography Division, OL, for printing. (U)

COI completion dates are scheduled on a quarterly basis, with the initial group receiving certificates in February and the second group in May 1988. (U)

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